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<td><strong>Washburn University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, or marital or parental status. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Pamela Foster, Equal Opportunity Director, Washburn University, 1700 SW College Ave., Topeka, Kansas 66621, 785.670.1509, <a href="mailto:eodirector@washburn.edu">eodirector@washburn.edu</a>.</strong></td>
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</table>
A Word of WELCOME

Dear Parents,

We are excited to welcome you and your recently admitted student to the Washburn family as we celebrate our 150th birthday! We commend your hard work to help your student achieve his/her goal to begin college studies at Washburn University.

The University is a life-changing experience for students. During their time here, they will grow and mature academically, intellectually, and personally. The college experience is more than just attending classes, although that is an integral part; it is also the opportunity to participate in extracurricular activities that will help develop lifelong interests, polish leadership skills, and round out one’s personal growth and development. Our society values educated individuals; it values educated and involved leaders even more.

Your involvement with your student remains critical to his/her success. Students appreciate the mentorship, encouragement and involvement of their parents. Your Washburn student is close to your heart. We appreciate all you do to help your student be successful.

Jerry B. Farley
President
**Vision Statement**

Washburn University is dedicated to being a premier Midwest regional institution recognized as a leader in providing a superior student-centered, teaching-focused learning experience, preparing graduates for success in their chosen profession, and stimulating economic vitality.

**Mission Statement**

Washburn University enriches the lives of students by providing opportunities for them to develop and to realize their intellectual, academic, and professional potential, leading to becoming productive and responsible citizens. We are committed to excellence in teaching, scholarly work, quality academic and professional programs, and high levels of faculty-student interaction. We develop and engage in relationships to enhance educational experiences and our community.

**Core Values**

Core values guide decision making and provide the foundation for directing our efforts, resources, and conduct. In fulfilling the mission, the faculty, staff, administration, and students are committed to the following core values of Washburn University:

- **Integrity**: Acting in an honest, fair, and ethical manner, creating a culture of trust evident in all University activities and in decision making.
- **Excellence**: Serving our scholarly community by delivering consistently high-quality programs, teaching, service, and scholarship.
- **Accountability**: Being held responsible for academic, programmatic, and fiscal integrity and value while prudently managing the resources entrusted to the University.
- **Respect**: Embracing diversity and treating others collegially with civility, openness, and professionalism in all interactions, activities, and decision making.
- **Collaboration**: Working toward common goals with others in the University and the community while valuing teamwork, participation, and diversity of ideas and perspectives.
- **Innovation**: Encouraging, considering, and supporting development of ideas by fostering individual ingenuity and creativity and creating an environment with opportunities for growth and change.
Washburn History

The University
In 1865, the Congregational Church established a college in the prairie capital of Topeka, Kansas. Founders christened the new school Lincoln College, in honor of the nation’s 16th president, Abraham Lincoln.

The economic situation immediately following the Civil War resulted in financial hardships for the new educational institution. During a fundraising venture in New England, a school official was presented a $25,000 donation by Massachusetts wire manufacturer Ichabod Washburn. Washburn was a church deacon, known for his support of advanced education for women, as well as an abolitionist. In 1868, the school was renamed Washburn College as a statement of gratitude in honor of the benefactor.

Ichabod

The emergence of competitive team sports at the turn of the century created the need for a mascot to symbolize school spirit. In 1904, the Kaw Yearbook called the baseball team the “Sons of Ichabod,” committing the nickname to print. No graphic representation of the Ichabod existed until the 1938 yearbook.

The creator of the image was Bradbury Thompson, a 1934 alumnus, who established an international reputation as a graphic artist. His bespectacled Ichabod sported the dapper attire of a blue tailcoat and bow tie, red top hat and shoes, and yellow pants. While the color scheme of the ensemble has been revised through the years, Thompson originally intended the three colors to be used.

Crest

In 1917, the trustees of Washburn College adopted the Washburn family coat of arms as the official school crest. The origin of the coat of arms has been traced to the 11th century battlefield knighting of Sir Roger Washbourne by William the Conqueror. For his gallant service, Washbourne was granted the right to a family crest as well as lands and manors in the counties of Gloucester and Worcester. The spelling of the last name was modified through time.

The use of the crest was continued as the college became a university, with the adoption of the escutcheon in 1954 by the University Board of Regents. The official version of the crest features a yellow motto pennant, a red flame, a silver field of arms and six purple birds on a light blue field. The birds are believed to be martins, which, in heraldic symbolism, indicated that the Washburn family forefather, Roger Washbourne, was the fourth son.

The motto “Purificatus non consumptus” (“Purified but not consumed”) refers to the refinement attained from the pursuit of knowledge, but without the erosion of self or character.

In 2005, in conjunction with its 140th anniversary, the University unveiled an updated graphic identity. The new Washburn logo retains the original symbol of the crest with the flame in order to represent the University’s tradition of academic excellence. The vintage crest has been simplified and adapted to reflect the renewed strength and boldness of the University.

Sesquicentennial

How does Washburn plan a celebration that recognizes 150 productive, innovative and pioneering years that were packed with historical milestones and achievements? Washburn began celebrating its sesquicentennial anniversary in 2011 and will conclude with a Grand Homecoming celebration in the fall of 2015. For details, go to Washburn.edu/150.

Washburn Facts

Washburn University provides broadly based liberal arts and professional education. More than 200 programs leading to certification, associate, bachelor’s, master’s and juris doctor degrees are offered through the College of Arts and Sciences and the schools of Applied Studies, Business, Law, and Nursing.

- **Enrollment**: 6,973
- **Student/Faculty ratio**: 15:1
- **Classes**: 41 percent of undergraduate classes have fewer than 20 students.
- **Faculty**: 83 percent of full-time faculty members hold doctorates or the highest degrees in their discipline.
- **National recognition**: Washburn is annually ranked as one of the best colleges in the Midwest by U.S. News & World Report.
- **Financial aid**: Approximately $70 million in financial aid is available to students annually. Scholarships awarded from University resources are $7.9 million.
- **Endowment funding**: Washburn University Foundation assets of approximately $165 million rank Washburn second in the state on a per-student basis among public institutions.
- **Internships**: Each year, 1,000 students participate in internship opportunities at more than 125 sites in Washburn’s capital city location.
- **Athletics**: Ten athletic teams compete on the NCAA Division II level in the Mid-America Intercollegiate Athletics Association (MIAA) conference. Sports are baseball, basketball (men and women), football, golf (men), soccer (women), softball, tennis (men and women), and volleyball.
- **Sesquicentennial in 2015**: A series of sesquicentennial anniversary countdown events are underway. A Grand Homecoming celebration will be in the fall of 2015. For details, go to Washburn.edu/150.
The Mulvane Art Museum is the oldest accredited art museum west of the Mississippi River. The museum’s permanent collection, although international in scope, emphasizes the work of Kansas and Midwest artists.

Washburn is home to KTWU, the first public television station in Kansas.

Crane Observatory houses an 1898 Warner & Swasey refracting telescope.

The Kuehne Bell Tower features a quartet of bells once housed in the clock tower of Thomas Gymnasium, which was destroyed during the 1966 tornado.

Washburn University is a publicly funded, independently governed, state-coordinated university. In 1941, the citizens of Topeka endorsed Washburn by voting to establish a municipal university, supported in part by the city and governed by a local board of regents. In 1999, the University’s primary funding was moved from city property tax to county sales tax sources, with the school retaining status as a municipal subdivision of the state. In addition to local financial support, Washburn has received state funds since 1961, which have been coordinated by the Kansas Board of Regents since 1991. The University is governed by its own nine-member Board of Regents.
The Student One Stop is located in the Morgan Hall Welcome Center. It is open Monday through Friday from 8 a.m. to 5 p.m. (The Student One Stop is closed for staff meetings on Wednesday mornings from 8 a.m. – 9 a.m.)

The Student One Stop is the location for admissions, financial aid, records, registration, and student accounts. The services offered include the following:

- Application for admission
- Application for financial aid (FAFSA)
- Request for official transcripts
- Student account information
- Request to update student records
- And much more!

Stop in and visit with a University Service Advisor, call 785.670.2162, or email ssc@washburn.edu for assistance.

Business Office
Morgan Hall 103
Phone 785.670.1156
The Business Office is open Mon. – Fri. 8 a.m. – 5 p.m., except Wednesday, when it opens at 8:30 a.m. The Business Office cashiers are located in the Student One Stop, Morgan Hall Welcome Center and offer several payment options for your student’s convenience, including:

- Walk-in payments of cash, check, money order, or PIN-based debit card (no credit cards)
- Mail
- Internet Web check, debit card, and credit card (convenience fees apply to credit card payments)

The cashiers in the Student One Stop handle many types of transactions, some of which are highlighted below:

- Processing tuition payments, residence hall payments, and payments for other University charges
- Processing of tuition checks
- Disbursing of student paychecks

Please refer to the University catalog and the class-schedule booklets published each semester for more specific details on Business Office operations, or go to washburn.edu/business-office.

Admissions Office
Your student’s high school transcripts, college transcripts (transfer hours) and application fee should have been turned in to the Admissions Office; if not, this will need to be done as soon as possible to complete your student’s file. If a student has not been fully admitted, he/she cannot receive financial aid or enroll for the next semester’s classes.

February 15 is the deadline for scholarships as well as scholarship renewal forms. Each year that your student attends Washburn, he/she will need to fill out a renewal form by February 15 in order to continue receiving his/her scholarships. This form may be found on the Financial Aid website, Washburn.edu/financial-aid.

New students who are not residents of the State of Kansas may apply for residency (i.e., in-state tuition) by contacting the Admissions Office. There are certain conditions that must be met to qualify. Returning or current students must contact the Registrar’s Office and meet the standards as outlined in the Washburn Catalog.

Admissions packets can be mailed to your student or picked up at the Student One Stop, Morgan Hall 100, or call 877.281.BODS (2637).

Financial Aid
The Financial Aid Office is located in Morgan Hall 101A. The Office is open Mon. – Fri. 8 a.m. – 5 p.m. You can reach the Office by calling 785.670.1151 or by sending a fax to 785.670.1079. You may also contact us at Washburn.edu/financial-aid.

Students must apply for financial aid each year. Washburn’s financial aid priority date is February 15 for the renewal of Washburn Academic Scholarships and for campus-based financial aid such as Federal Work Study, Federal SEOG (Supplemental Educational Opportunity Grant), and Federal Perkins Loans. Students must complete both the FAFSA (Free Application for Federal Student Aid) and the Washburn scholarship renewal application each year.

Students may use MyWashburn to accept and/or decline their financial aid awards. All first-time and transfer students will receive a paper award letter. Continuing students will receive an email notification and must use MyWashburn to view and accept and/or decline their financial aid awards. Students should also read their Washburn email as this is the official communication format used by the Financial Aid Office.
The Federal Pell Grant and Federal Stafford Loan are “entitlement” programs; therefore, funds are always available for eligible students. All other awards are contingent upon funds’ availability and meeting the February 15 priority date. Students awarded Federal Work Study earn funds beginning at the hourly federal minimum wage rate. Students not eligible for Work Study positions may also be hired by departments on campus at the same beginning wage. Students will be paid bi-weekly. Off-campus State Work Study positions are also available. Contact the Financial Aid Office for information on student employment.

A student’s file in the Admissions Office must be complete before financial aid can be released. Financial aid will be applied first to tuition and fees. Students will be responsible for campus housing charges as well. Books are not part of University charges, and students will be responsible for purchasing books. Available excess financial aid (except work study, which is earned) will be mailed to the student in the form of a credit balance check or distributed by direct deposit per student request.

Students are required to maintain Satisfactory Academic Progress (SAP). The measurement of SAP occurs at the end of the semester. Students may review the SAP policy at Washburn.edu/financial-aid or by picking up a copy in the Financial Aid Office.

If students have any “Special Circumstances” that may affect their eligibility for financial aid, please contact the Financial Aid Office for a form or obtain a copy from our website. For links to the Department of Education, free scholarship searches, loan entrance and exit counseling, and most of the forms a student might need to submit to our office, visit Washburn.edu/financial-aid.
University Registrar’s Office

University Transcripts
A transcript is an official copy of a student’s permanent academic record. Official transcripts are available from the University Registrar’s Office. Each transcript costs $8. A transcript request must be written, it must include the student’s signature, and the fee must be paid in advance. Transcript requests will not be processed for students who have financial or other obligations to the University.

Because a transcript contains confidential information, it cannot be released to anyone without a written request from the student, including the student’s signature. Any individual acting on behalf of the student with regard to requesting a transcript must have written authorization from the student.

Transcripts may be requested in person upon showing some form of photo identification at the Student One Stop, Morgan Hall 100, during regular business hours. Any transcript picked up by, mailed to, or faxed to the student will be marked “Issued to Student.” Transcripts may be requested through the mail or by fax at 785.670.1104.

A mailed request must be sent to the University Registrar’s Office, Morgan Hall 101A. A mailed or faxed request should include the following information:

- Full name as it appears on the student’s record, as well as any other name(s) used while enrolled at the University;
- Social Security Number or Washburn Identification Number (WIN);
- Dates of attendance;
- Address to which the transcript is to be mailed or fax number to which the transcript is to be faxed. (Please note that some universities and organizations/agencies will not accept a faxed transcript as official; check with them about their policy before making your request.);
- The requester’s return address and telephone number in the event we need to contact him/her;
- The student’s signature and date; and
- $8 for each transcript requested (paid at the time of request).

Requests are processed in the order in which they are received. Requests received by fax are not given priority over other requests received by mail or in person.

Checks should be made payable to Washburn University. Fax requests must be paid by credit card. The University accepts Visa, MasterCard and Discover (Novus). A fax request must include the type of card, the number of the card, its expiration date, and the three-digit security code on the back of the card. Faxed requests without complete information, including credit card information, cannot be processed.

A Transcript Request form may also be obtained by printing it after accessing Washburn.edu/main/university-registrar/transcript-request-form.html. The form may be returned to the University Registrar’s Office by mail, by fax, or in person, following the procedures described in this section. Current students may view their academic records through their MyWashburn accounts. Unofficial transcripts are used solely as internal documents and are not issued to graduates of the University or to outside parties or institutions.

Directory Information
In accordance with the Family Educational Rights and Privacy Act of 1974, the University may release to the general public certain information about the student who has been identified by the institution as directory information. Directory Information at Washburn University includes: student’s name, photo, current address and phone number, permanent address and phone number, university-assigned email address, classification status (i.e., freshman, sophomore, etc.), major field of study, dates of attendance, honors and awards received, degrees and certificates received and dates awarded, enrollment level and status (full time, half time, or less than half time; undergraduate or graduate), most recent educational institution attended, participation in officially recognized activities and sports, and height and weight of members of athletic teams.

Listings in the online student directory are compiled from information supplied by students to the University.

- The student is responsible for updating and providing correct information for online directory listings.
- Information may be updated at any time during the year.
- The online directory listings are updated daily.
- To update or exclude online directory information, go to the View/Update Campus Directory Profile on the Students tab of MyWashburn. In accordance with the Family Educational Rights and Privacy Act of 1974, currently enrolled students may choose to withhold information from the online university directory.

Procedures for Withdrawing from Classes
Students may withdraw from semester courses on the Web until the last day to withdraw. The date of withdrawal is determined by the day the withdrawal is processed on the Web. The responsibility for completing the withdrawal process rests with the student. Failure to officially withdraw results in the recording of “F” grades at the end of the semester/term and responsibility for all assessed charges.

Specific deadlines for all courses, including out-of-sequence courses, can be found on MyWashburn by selecting the Student Academics tab and then selecting “Last Day” deadlines for courses in the Additional Registration Information section.
# 2015-2016 Academic Calendar

## Fall Semester 2015 Schedule

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<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
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<tr>
<td>AUG 1–14</td>
<td>Open Registration Continues</td>
<td></td>
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<tr>
<td>AUG 13</td>
<td>Residence Halls Open, 9 a.m.</td>
<td>Welcome Week Begins</td>
</tr>
<tr>
<td>AUG 14</td>
<td>Welcome Week Continues</td>
<td></td>
</tr>
<tr>
<td>AUG 15</td>
<td>Saturday Classes Begin</td>
<td>Welcome Week Continues</td>
</tr>
<tr>
<td>AUG 16</td>
<td>Welcome Week Continues</td>
<td></td>
</tr>
<tr>
<td>AUG 17</td>
<td>Classes Begin</td>
<td>Welcome Week - Convocation</td>
</tr>
<tr>
<td>AUG 21</td>
<td>Last Day to:</td>
<td>Change from Audit to Graded or A/Pass/Fail Status</td>
</tr>
<tr>
<td></td>
<td>Last Day to:</td>
<td>Enroll in a Course without Instructor’s Permission</td>
</tr>
<tr>
<td>AUG 28</td>
<td>Last Day to:</td>
<td>Set Up Payment Plan</td>
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<td></td>
<td>Last Day to:</td>
<td>Enroll without a Late Fee</td>
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<tr>
<td></td>
<td>Last Day to:</td>
<td>Receive 100% Tuition Refund</td>
</tr>
<tr>
<td>SEP 4</td>
<td>Last Day to:</td>
<td>Change from Graded or A/Pass/Fail Status to Audit</td>
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<tr>
<td></td>
<td>Last Day to:</td>
<td>File Application for Degree for Fall Graduates</td>
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<td></td>
<td>Last Day to:</td>
<td>Enroll</td>
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<tr>
<td></td>
<td>Last Day to:</td>
<td>Receive 40% Tuition Refund</td>
</tr>
<tr>
<td>SEP 7</td>
<td>Labor Day Holiday</td>
<td></td>
</tr>
<tr>
<td>SEP 11</td>
<td>Last Day to Receive 20% Tuition Refund</td>
<td></td>
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<tr>
<td>SEP 26</td>
<td>Family Day</td>
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<tr>
<td>OCT 3</td>
<td>Fall Break Begins</td>
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<tr>
<td>OCT 7</td>
<td>Classes Resume</td>
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<td>OCT 24</td>
<td>Homecoming</td>
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<tr>
<td>OCT 30</td>
<td>Last Day to:</td>
<td>Withdraw</td>
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<td></td>
<td>Last Day to:</td>
<td>Change Grade Status from A/Pass/Fail to Graded, or Graded to A/Pass/Fail</td>
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<td>NOV 2</td>
<td>Advance Registration for Spring Semester Begins (ends NOV 11)</td>
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<td>NOV 12</td>
<td>Open Registration for Spring Semester Begins (ends JAN 18)</td>
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<td>NOV 25</td>
<td>Thanksgiving Student Recess Begins</td>
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<td>NOV 25–29</td>
<td>Thanksgiving (University Closed – no Saturday Classes)</td>
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<td>NOV 30</td>
<td>Classes Resume</td>
<td>Success Week Begins</td>
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<td>DEC 4</td>
<td>Last Day of Classes</td>
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<td>DEC 5</td>
<td>Final Examinations Begin (for Saturday Classes)</td>
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<td>DEC 7</td>
<td>Final Examinations</td>
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<td>DEC 11</td>
<td>Final Examinations End</td>
<td>End of Fall Semester</td>
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<td>School of Nursing Recognition Ceremony</td>
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<td>Commencement</td>
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<td>DEC 25–JAN 1</td>
<td>Winter Holiday Break (University Closed)</td>
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</table>
2015-2016 Academic Calendar
Spring Semester 2016 Schedule

JAN 1–18 Open Registration Continues
JAN 13 WED Residence Halls Open, 9 a.m.
JAN 16 SAT Saturday Classes Begin
JAN 18 MON Martin Luther King Holiday (University Holiday)
JAN 19 TUE Classes Begin
JAN 22 FRI Last Day to:
- Change Audit to Graded or A/Pass/Fail Status
- Enroll in a Course without Instructor’s Permission
JAN 29 FRI Last Day to:
- Set Up Payment Plan
- Enroll without a Late Fee
FEB 1 MON Last Day to Receive 100% Tuition Refund
FEB 5 FRI Last Day to:
- Enroll
- Change from Graded or A/Pass/Fail Status to Audit
- File Application for Degree for Spring Graduates
- Receive 80% Tuition Refund
FEB 8 MON Last Day to Receive 40% Tuition Refund
FEB 12 FRI Last Day to:
- Receive 20% Tuition Refund
- Meet Priority Deadline for Washburn University Academic Scholarships and Campus-Based Federal Financial Aid
MAR 14 MON Spring Recess Begins
MAR 21 MON Classes Resume
APR 1 FRI Last Day to:
- Change Grade Status from A/Pass/Fail to Graded, or Graded to A/Pass/Fail
- Last Day to Withdraw
APR 4 MON Advance Registration Begins for Summer Session and Fall Semester (ends APR 13)
APR 14 THU Open Registration for Summer Session and Fall Semester Begins (ends AUG 14)
MAY 2 MON Success Week Begins
MAY 6 FRI Last Day of Classes
MAY 7 SAT Final Examinations Begin (for Saturday Classes)
MAY 9 MON Final Examinations
MAY 13 FRI Final Examinations End
End of Semester
MAY 14 SAT School of Nursing Recognition Ceremony
School of Applied Studies Certificate Ceremony
Undergraduate/Graduate Commencement

Note: The academic deadlines reflected in the calendar above are for classes one semester in length. Academic deadlines for courses shorter in length than one semester will be calculated at the same ratio as the academic deadlines for semester courses. Calendar is subject to change. View online calendar for up-to-date information.
Center for Student Success and Retention
The mission of the Center for Student Success and Retention (CSSR) is to provide support for Washburn University undergraduates to ensure successful curricular and co-curricular experiences culminating in graduation.

The CSSR, which houses Academic Advising, Academic Testing, the University Tutoring & Writing Center, and the First-Year Experience program, ensures that students who are at the beginning of their Washburn experience receive the support and advice required for matriculation into specific academic programs. The CSSR contributes to the fundamental mission of the University that all students will fulfill their academic potential and provides testing and support for the University assessment initiatives.

Academic Advising: The Academic Advising Office provides advising services for exploratory students and for prospective, transfer, probationary and reinstated students and students admitted by exception. In addition, it oversees the Passport for Success and the Academic Fresh Start program. Professional advisors assist undecided students with academic concerns; provide information about University policies, regulations, services and course selection; and specialize in the General Education requirements.

First-Year Experience (FYE): FYE supports the academic, social and personal transitions of all first-year students. Through collaborative efforts with faculty, staff and peer educators, the FYE program seeks to help students begin the process of becoming information literate to promote student success in the information age. To learn more about FYE courses, programs and resources, visit Washburn.edu/fye.

University Tutoring & Writing Center: The University Tutoring & Writing Center encourages students to maximize their success by utilizing the services located on the upper floor of Mabee Library.

The Writing Center supports students seeking writing assistance in a one-on-one manner, while the Tutoring Center provides help in other course areas and with general study skills, along with an ongoing program of success workshops. Services are provided on a drop-in basis and are free of charge. For additional information, see the Mabee Library website or check the Facebook page at “Washburn Tutoring at Mabee Library.” The University Tutoring & Writing Center can be reached at 785.670.1980, or visit Washburn.edu/tutoring.

Center for Student Success and Retention
Mabee 201
MON - THU, 7:30 a.m. - 7 p.m.
FRI, 7:30 a.m. - 5 p.m.
Phone: 785.670.1942 (for appointments)
Web: Washburn.edu/studentsuccess
University Libraries

*The University Library,* Mabee Library, located in the center of campus, is the intellectual and cultural heart of the University. Its staff offers a wide variety of services, with a special focus upon educational programs that promote the intelligent use of information resources and information literacy. Ongoing physical improvements in the Library – the “Study Grounds” coffee bar and booth seating – continue to make it a place for 21st century learning and the place to host a growing list of public exhibits and events, including student art exhibits and the Averill Kansas Studies Lecture.

The Library has three floors – one of which is a dedicated quiet zone, a second is designated for group study, while the main level is a mixed space that provides access to over 100 computers for students and faculty. Laptops are available for checkout at the Welcome Center, and banks of high-speed computers are available on the first and third floors. The University Tutoring (Washburn.edu/tutoring) & Writing Center (Washburn.edu/writingcenter), located on the third level, provides free tutoring services for students. The Library website (Washburn.edu/mabee) is designed for ease of use and features the ENCORE and SYNERGY search tools that allow researchers to access the collections of Mabee Library, the Carnegie Education Library, the Washburn School of Law Library, the Kansas Supreme Court Library, the State Library of Kansas, and the Kansas Historical Society. In addition to an extensive number of books and print journals, the Library provides access to an expanding number of electronic resources. The librarians also provide an online subject-specific set of help tools (libguides.washburn.edu), which extend public services beyond the 105 hours each week that in-person research assistance is available.

Mabee Library is a selective depository for Federal and Kansas State documents. Special Collections in the Library include the Rare Book Collection, the University Archives, the William I. Koch Art History Collection, the Thomas Fox Averill Kansas Collection, the Nancy Boyda 2nd Congressional District Collection, and a growing Digital Institutional Repository (ir.washburnlaw.edu) that displays the scholarly work of both faculty and students.

*The Carnegie Education Library (CEL)*, a branch of the Mabee Library located in Carnegie Hall, specializes in teacher resources and also models contemporary preK-12 libraries. The CEL seeks to enhance the teaching and learning initiatives of the Washburn University Department of Education in its ability to successfully develop 21st century educators and learners. Library services and programming also serve Topeka-area educational communities. In addition to its unique physical collections, the CEL website (Washburn.edu/mabee/celguide) provides access to an increasing number of digital resources. The new integrated learning system lab at the CEL provides access to burgeoning educational technologies and digital equipment.

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**Mabee Library**
Web: Washburn.edu/mabee
Email: refemail@washburn.edu
Text: 785.379.6223
Phone: 785.670.1485
Toll Free: 800.736.9060

Mabee Library Hours
SUN  
Opens at 1 p.m.
MON - THU  
Open 24 hours
FRI  
Closes at 6 p.m.
SAT  
10 a.m. - 5 p.m.

**Carnegie Education Library (CEL)**
Web: Washburn.edu/mabee/celguide
Email: refemail@washburn.edu
Phone: 785.670.1436
Toll Free: 800.736.9060

CEL Hours
MON - THU  
8 a.m. - 6 p.m.
FRI  
8 a.m. - 5 p.m.
SAT & SUN  
CLOSED

*Special hours for Mabee Library and the CEL during holidays, interim and final exam periods will be posted.*
Small Business Development Center
The Washburn University Kansas Small Business Development Center (ksbdc) is a resource for entrepreneurs and small business owners (including students) who are starting or growing a small business. The Center provides free and confidential consulting and small business seminars in the areas of writing a business plan, cash flow analysis, marketing, record-keeping, buying a business, and various legal issues encountered when starting a business. Washburn students can attend most seminars free of charge. Included in the Center is the Washburn Entrepreneurship Clinic, where students can obtain help to start a business and also work through the office as a volunteer consultant with the KSBDC clients. BU 470 Entrepreneurship Clinic is taught in the Center.

KSBDC Washburn University
Washburn University Kansas Small Business Development Center
120 SE 6th Ave., Ste. 100
Topeka, KS 66603
Phone: 785.234.3235
Email: sbdc@washburn.edu
Web: Washburnsmallbusiness.com
Office of Student Life

Student Life enriches the educational experience of the Washburn community with an appropriate balance of challenge and support, through a commitment to learning, student development and advocacy. We value all students and strive to create environments that foster the sustained development of well-balanced, civic-minded individuals.

Student Life provides and coordinates services to meet the physical, emotional and social needs of Washburn's diverse student body by offering a variety of options for students – whether they are traditional or non-traditional, full time or part time, day or evening. Specific departments within Student Life include the following:

- Office of Student Life
- Vice President for Student Life and Associate Vice President for Student Life
- Student Activities and Greek Life
- Student Services
- Non-traditional Students
- Students with Disabilities
- Veterans Affairs
- Multicultural Affairs
- Student Health and Counseling Services
- Residential Living
- Student Recreation & Wellness Center
- Career Services

The functions of the Student Life units are central to the educational mission of Washburn University. Members of the Student Life team view themselves as facilitators of learning: from advising students to sponsoring organizations to serving as mentors. Team members are educators who assist students in learning how to function in groups, resolve conflicts, develop leadership skills, and gain knowledge to work within the institutional framework. In addition, the staff helps students learn how to cope with their environment so they may succeed in their college careers and learn how to apply this knowledge to their lives after goal completion or graduation. Facilitating student development and learning is an integral part of the team's administrative responsibilities.
**Ichabod Shop**

**The things you need:** The Ichabod Shop offers one-stop shopping for all required and recommended textbooks and course materials for all Washburn courses. Save 25 percent when you purchase from the largest selection of **used** books available. We offer more **rental** options every semester. **Pre-order** your books for spring and fall semesters and save even more. (See store or [IchabodShop.com](http://IchabodShop.com) for rental and pre-order information.)

There’s no better place for study aids, nursing supplies, school supplies, and Washburn scrubs. Don’t see it? Special order at no extra charge. Let Ichabod Shop be your supplier of essential technology products: computers, software at educational discounts, and more. Ask about rentals of tablets and calculators. Ichabod Shop is the source for Washburn graduation regalia.

**The things you want:** Shop our selection of Washburn Ichabod clothing and gifts. Let your student pick up whatever he/she needs with an **Ichabod Shop Gift Card**, available in any amount. Dorm supplies, sundries, snacks, and supplies are here for your student, right on campus.

**One site has it all:** You will find information, books, merchandise, calendars and links at [IchabodShop.com](http://IchabodShop.com). Sign up for targeted emails, like *A Parent Advantage*, to learn of events and sales.

Ichabod Shop is a wholly owned and operated subsidiary of Washburn University. Purchases support the programs and services of the Memorial Student Union.
Student Activities & Greek Life Office
Student Activities & Greek Life, in conjunction with the Student Life area, supports the Washburn community through the creation of co-curricular experiences that encourage collaboration and inclusivity to enhance student learning through leadership development and campus engagement.

Our office is proud to work with University and community partners to enhance the educational experience of Washburn students. We believe firmly that being involved in the life of Washburn will help any student have an improved collegiate experience. We provide the following:

- Organization registration, training and support
- Event-planning guidance and resources
- Leadership training
- Direct advising to the Bod Squad, Campus Activities Board, Washburn Student Government Association, and Greek governance groups
- General information about involvement at Washburn University

With over 130 student organizations and clubs under its auspices, Student Activities & Greek Life provides students the opportunity to connect with other students, as well as the University and local community. Some of the groups advised directly by Student Activities & Greek Life are as follows:

- **Washburn Student Government Association (WSGA):** All students are members of the WSGA. The elected governance group representing the WSGA is the Student Senate. Student representatives and elected/appointed officers serve as liaisons between faculty/staff and the student body. Washburn Student Government Association allocates funding for student group projects and leads many campus and community-based initiatives. WSGA is made up of hard-working, interested and involved students.

- **Campus Activities Board (CAB):** CAB is the programming board at Washburn. CAB’s goal is to develop sound student leadership through the planning and implementation of recreational, leisure, social, cultural, and entertainment programs.

- **Interfraternity Council (IFC):** IFC serves as the governing and recruitment board for the Washburn fraternity community.

- **Panhellenic Council (PC):** Panhellenic Council serves as the governing and recruitment board for the Washburn sorority community.

- **Bod Squad:** Bod Squad serves as one of the largest student organizations at Washburn, charged with increasing school spirit, attendance and involvement at Washburn sporting events.

Mulvane Art Museum
The Mulvane Art Museum, founded with a gift from Joab Mulvane, first opened its doors in 1924 – the first art museum in Kansas at the time. With more than 3,400 works of art in its permanent collection, a dynamic schedule of changing exhibitions that are regional, national and international in scope, as well as public programming, the Mulvane offers something for everyone. In addition, ArtLab, a state-of-the-art “hands-on” experience center, is located on the lower level.
Student Services Office

Disability Services
The Student Services Office is responsible for assisting in arranging reasonable accommodations and for identifying resources on campus for students with disabilities. Qualified students with disabilities must register with the office to be eligible for services. The office must have current documentation on file in order to provide services. Documentation should include a diagnosis of a specific disability by a professional qualified in the area of disability. It should state how the disability substantially limits a major life activity and explain how the disability affects the student’s academic performance. Services are identified to meet the needs of individuals based on their specific disabilities, e.g., depression, physical or learning disability, and may include note takers, test readers/scribes, adaptive technology training, materials in Braille, or other necessary accommodations. Requests for accommodations should be submitted at least two months before services should begin; however, if you have a current accommodation need, please contact the Student Services Office immediately.
Students may voluntarily identify themselves to the instructor for a referral to the Student Services Office.

Military Veterans
To apply and establish entitlement for Veterans Administration (VA) educational benefit programs, the applicant should contact the Student Services Office at Washburn or call the VA at 888.442.4551. Program eligibility generally ceases 10 years (15 years under the Post 9/11 GI Bill) from the date of the veteran’s release from active duty.

Eligible recipients of educational assistance must certify their enrollment each semester through the Student Services Office to assure continuous benefits. When changes in enrollment occur, such as dropping courses, not attending class, or not formally withdrawing from the University, the student must submit a report of mitigating circumstances. The VA expects veterans to pursue an educational objective, file a degree plan with Student Services, regularly attend classes, and make satisfactory progress.
Veterans wishing to receive full-time benefits must be enrolled full time (12 hours or more) for the entire term. Enrollment in short-term classes results in payment only for the duration of those courses. Persons eligible under Chapter 33 (Post 9/11 GI Bill) must be enrolled more than half time each semester to receive the housing benefit; allowance is pro-rated based on rate of pursuit, e.g., 3/4 or full time.

Reminder: Independent study courses must not exceed one-half of the total hours attempted for the semester.

Non-Traditional Students
Going to college can be a huge challenge for the adult student. It involves making significant changes in one’s personal and family lifestyle.

Contact the Student Services Office to share your questions, concerns, ideas, insights and needs. Conveniently located in Morgan Hall 105, the office strives to provide services, support, and referrals for the adult learner at Washburn University.
**Multicultural Affairs**

Multicultural Affairs promotes awareness of cultural diversity and multicultural issues and serves as a resource and referral center for students, faculty, staff, and the Topeka community. Throughout the year, Multicultural Affairs collaborates with the campus and local community to host a variety of cultural activities, e.g., speakers, cultural celebrations, and webinars. Multicultural Affairs also provides advisement and support to multicultural student organizations: Washburn Black Student Union (WBSU); Hispanic American Leadership Organization (HALO); Indigenous Nations Student Association (INSA); and the Asian American Association (AAA).

**Student Health and Counseling Services**

**Health Services (SHS)** is staffed by three board-certified nurse practitioners, a registered nurse and a receptionist. Treatment is available to all Washburn University students (though not to spouses and children). Most care is provided free of charge, with the exceptions of immunizations, some medications, outside laboratory testing, and X-rays.

Services available include treatment of urgent care issues. Wellness care includes physical exams (including well woman exams/PAP testing), contraceptive education, TB testing, and immunizations. Students with chronic, stable conditions such as high blood pressure, diabetes, and thyroid disease can also be seen at SHS. Treatment of depression, anxiety, bipolar disorder, and ADD/ADHD is done in collaboration with Washburn University’s Counseling Services. Medical insurance is not required but is strongly recommended. A basic insurance plan administered by an external company is available to Washburn students; information is available at SHS and Student Life Offices and at Washburn.edu/student-health-services.

When SHS is not open and the student does not have a personal health care provider, care may be obtained at the following urgent and emergency care centers at the student’s expense:

- Cotton-O’Neil ExpressCare
- Med-Assist
- Minor Med
- St. Francis Health Center
- Stormont-Vail HealthCare
- Sunflower Prompt Care
- Take Care Clinic
- Tallgrass Immediate Care

Please note that the two hospitals (St. Francis and Stormont-Vail) are the places to seek treatment for serious illness or injury, and charges will likely be much higher than at the other facilities listed.

**Counseling Services** is a resource for Washburn students seeking personal counseling and study skills/educational counseling.

Students experiencing difficulty at Washburn may find it desirable to utilize the counseling services at an early date to address concerns such as adjusting to college; building self-esteem; establishing successful relationships; succeeding in college; coping with stress, loss or grief; or a variety of other issues. Presentations can be arranged on a variety of topics relevant to student needs, e.g., study strategies. Confidentiality is maintained for all types of counseling.

Washburn students function within a highly competitive intellectual environment and, due to the rigorous demands of study, the typical student may need help in gaining and maintaining an adequate level of academic proficiency. Counseling Services may assist students in developing learning strategies and effective study skills through individual assistance.

**Multicultural Affairs Office**

MON - FRI: 8 a.m. - 5 p.m.

Morgan Hall 105

Phone: 785.670.1622

Email: mao@washburn.edu

Web: Washburn.edu/mao

Facebook: Washburn University Multicultural Affairs Office

**Student Health and Counseling Services**

MON - FRI: 8 a.m. - 5 p.m.

Morgan Hall 140

Phone: 785.670.1470

Web: Washburn.edu/student-health-services

Students needing health services may drop in.

**Counseling Services**

Web: Washburn.edu/counseling

Students may drop in or call to make an appointment.
Health Issues for Students and Parents

Students beginning college often experience significant changes in lifestyle. We feel that it is important for all Washburn students to make their new lifestyle a healthy one.

As students establish their new routines, we encourage them to “work in a workout” and to try to maintain healthy eating habits. Washburn’s Recreation & Wellness Center will be helpful for the former goal. Making smart choices at the Union Market will help establish the discipline to maintain healthy eating habits, not just for college but for a lifetime. (The above measures will also help prevent the notorious “Freshman 15.”)

We encourage students to try to maintain other healthy habits as well, e.g., avoiding tobacco and heavy drinking, and maintaining a healthy sleep schedule. Some students become sexually active in college, and we try to help them make this transition safely.

While Washburn University does not require up-to-date immunization of incoming students, they are encouraged to make sure that they have had two MMR (measles, mumps and rubella) shots and that their tetanus and diphtheria immunizations are current. We strongly encourage all students to be immunized against Hepatitis B – this infection is much more easily transmitted than HIV and is completely preventable with safe, effective vaccines. (These are available at the Student Health Center for a fee.) Additionally, we encourage all students to consider influenza immunization every year.

What about meningitis?
Meningococcal disease (infection caused by Neisseria meningitidis) is a rare but potentially lethal infection of the brain and/or bloodstream. Most people infected with this bacterium experience minimal or no symptoms, but a few develop catastrophic illness.

Meningococcal disease can develop rapidly, progressing from flu-like symptoms to serious illness in hours. It kills up to 15 percent of those who develop it. Fortunately, infection can be treated with antibiotics and aggressive life support, though survivors may sustain brain damage, hearing loss, and/or amputations. It may also be prevented through vaccination and by preventive antibiotic treatment of those exposed to the bacterium.

Symptoms of meningococcal meningitis are initially flu-like, then high fevers, severe headache and neck stiffness, nausea, vomiting and confusion; later, a characteristic dark red, blotchy rash may appear.

The disease is contagious, spread by respiratory and oral secretions (from coughs or sneezes, and from kissing and sharing drinks). As expected, infection is more likely to spread when many people are in close contact.

Recent data indicate that college students aged 18-23 have an overall lower risk of developing this illness than persons their age who are not enrolled (0.7 cases per 100,000 persons annually, vs. 1.5 cases per 100,000 for non-students). However, the risk for freshmen living in residence halls is much higher, at 4.6 cases per 100,000 a year. (Upperclassmen in residence halls and freshmen living off campus had lower but still somewhat elevated risk). Alcohol use and smoking also raise the risk of developing meningococcal disease.

Some states and universities have mandated immunization of incoming college students. The Centers for Disease Control and Prevention and other groups strongly recommend that incoming college students (especially freshmen in residence halls) seriously consider getting the shot. As of August 1, 2006, all students residing in Washburn University residence halls are required to be immunized for meningitis or to sign a waiver of immunization.

The meningitis vaccine is 90 percent to 100 percent effective and is very safe. It is available at many pediatricians’ offices, county health departments, and on campus. Washburn’s Student Health Services charges $110 (cash or check) for the shot; it may be obtained by visiting Morgan Hall 140. For more information, call 785.670.1470.

For additional information on meningococcal meningitis, and immunization, you may visit cdc.gov/meningococcal.
Residential Living
Washburn University Residence Halls
Washburn University offers on-campus housing for full-time students in three University-operated residence halls. Kuehne and West Halls provide a suite-style living experience for 84 students. Both complexes are co-ed with either eight men or eight women residing in each suite. Included in each suite is a large living room, two bathrooms with a shower, four double-occupancy bedrooms, a patio or balcony, and a private entrance. Lounges with cable television, laundry facilities and kitchenettes are available in each building.

Living Learning Center
The Living Learning Center is Washburn’s largest residence hall and provides housing for 400 students. This facility is co-ed and features single-gender, four-person suites. Each suite consists of two bedrooms, a bathroom with a shower, and a foyer area with storage shelving. Private suite entrances open into a major corridor. Each floor has a lounge with cable television, a kitchenette with a microwave and a stove, and a study room with either computers or a large conference table for studying.

The Living Learning Center is linked to the Memorial Union by a set of common areas: Capitol Federal Center for Learning and the Stauffer Commons. Located inside of the Capitol Federal Center for Learning are the Residential Living Office, a reception desk, apartments for the Faculty-in-Residence and the Assistant Director for Residential Living, three seminar rooms, an activity room, and laundry facilities.

Washburn Village – Housing option for students beyond their freshman year
Washburn Village is an on-campus housing option for students who are beyond their freshman year and currently enrolled full time. This apartment-style housing is designed to ease the transition from a residence-hall setting to an apartment setting. Students living in these units are provided many of the same services available to those living in the residence halls. Each unit has a living room area with a couch and a single chair, a coffee table, two end tables, and cable-ready outlets. Kitchens contain an apartment-size refrigerator, a two-burner cooktop, convection microwave oven, and a bar area with stools for eating and studying.

Students living in the Washburn Village complex will have access to the Commons Building, which features a lounge area, reception desk, mailboxes, a recreation area, a conference/study room, restrooms, laundry facilities, vending machines, a fireplace, and an outside patio area. The laundry facilities are open to residents 24 hours a day on a card-access basis. The Apartment Complex Coordinator’s office is also located in the Commons.

Residents dine in the Union Market food court located inside Stauffer Commons. All residents living in University-operated housing participate in a declining balance food program.

Off-Campus Referral Service
The Residential Living Office serves as an off-campus referral source, providing limited information to students wanting assistance with the tasks of apartment hunting and getting settled in the Topeka area.

New on-campus housing will be available for the fall of 2016.
Career Services
Washburn University Career Services provides comprehensive career development assistance for Washburn students. From the freshman deciding on a major or career to the senior or alumnus seeking a full-time career opportunity, Career Services helps with the developmental process through assessments, counseling/coaching, presentations, and print and online materials.

The Career Services staff members provide workshops, class presentations and individual counseling on topics such as major and career choice, résumé writing, interviewing skills, mock interviews, networking and job search strategies. Selected print materials on all aspects of the job search are distributed at presentations and in the office and are available on the Career Services website.

Through a secure online system called BodJobs, students and alumni may post their résumés for employers to access, allowing Career Services to refer candidates to employers seeking Washburn students and alumni. Through the same system, candidates may search for and apply for jobs and internships posted by employers specifically seeking Washburn students and graduates.

Career Services sponsors career networking and interviewing events such as the Fall and Spring Career Fairs and Interview Days. The comprehensive Career Services website, with information on events, majors and careers, the job search and more is located at Washburn.edu/career-services.

Memorial Student Union
The Washburn University Memorial Union is the community center for students, faculty, staff, alumni, and guests and plays an integral role in the educational mission of the University. The University looks to the Union to provide services, conveniences, and programs that improve the quality of campus life where students have the opportunity for student development, volunteerism, employment and leadership. By fostering an environment that promotes respect for all people and diversity, the Union houses free exchange of ideas.

Several services for students and the university community are located within the Memorial Union. These include the iCard Service Center, Union Market, Outtakes Corner Store, the Ichabod Shop, UMAPS, vending, US Bank ATM, University Scheduling, banquet and meeting facilities, and student offices (Campus Activities Board, Washburn Student Government Association, Student Media, and Student Activities and Greek Life).

Memorial Union Hours
MON - THU: 7 a.m. - 10:30 p.m.
FRI: 7 a.m. - 8 p.m.
SAT: 9 a.m. - 6:30 p.m.
SUN: 11 a.m. - 6:30 p.m.
Closed all University Holidays

Hours may vary to accommodate special events and will vary during the summer months and when classes are not in session.

Memorial Student Union
Morgan Hall 105
MON - THR: 8 a.m. - 5 p.m.
Phone: 785.670.1450 (Appointments for meeting with individual staff members are encouraged.)

Individual counseling/coaching, assessments, workshops, events and use of the online job search system are free to currently enrolled Washburn students.
Dining Services
Washburn Dining Services is committed to providing quality food and excellent service. Our guarantee to you is that we will do everything possible to ensure your satisfaction. Please feel free to ask us any questions regarding our dining programs and services by speaking with a dining services manager.

Our dining program is designed for the student. Whether the student is on the go, an early riser or a casual diner, we are sure to have what the student wants. We are constantly adapting to keep up with the ever-changing trends in campus dining.

The Stauffer Commons Union Market offers a food court style of dining and is dedicated to the campus dining experience. We have a variety of dining stations offering breakfast, lunch and dinner with a diverse selection of menu choices.

The Corner Store, situated on the first floor of the Memorial Student Union, is a popular location with students, faculty, and staff. Centrally located in the lounge with a television and wireless internet access, it is the perfect place to get a snack, take a break, or meet friends. The Corner Store offers a selection of breakfast pastries, muffins, pre-packaged sandwiches and salads, candy, and chips. Enjoy coffee blends and specialty coffee beverages, too. The Corner Store is great for meeting your needs on the go!

Washburn Dining Services also offers a full food and beverage catering service. Contact the Catering Office for more information: 785.670.2221 or visit our website at Washburn.catertrax.com.

Meals for residence hall students are served in the Union Market. Fall semester operating hours for the Union Market and Corner Store will be posted and distributed during Washburn’s orientation days.

When university classes are in session, the Union Market is open seven (7) days a week. Operating hours will vary during holidays, University-scheduled breaks, summer sessions and when the University is closed.

Dining Services Office
Phone: 785.670.1456
**Ichabod Service Center/Student ID**

The Ichabod Service Center, a centralized office for your student to obtain his/her iCard (Student ID), is located on the main level of the Memorial Union. The iCard is the official Washburn identification and is used for the all-campus card system. Your student can report his/her card lost/stolen here and also obtain a replacement with a $10 replacement fee.

Deposit money on your student’s account by credit card, check or cash. You can make a deposit in person, by phone, by mail or online. Your student can request a statement at any time; a fee may be charged for more than one statement per month.

Students can deposit money on their iCards for the following:

- Dining Services
- Self-serve copiers – libraries
- Ichabod Shop
- Laundry facilities for residence halls
- Concessions
- Food/beverage vending machines
- Fees and fines – libraries
- Ichabod Service Center – copies, printing, faxes, postage stamps
- UMAPS – printing
- Student Health Center

Students can use their iCard for the following:

- Library circulation
- Attendance at special music, theatre and athletic events
- Door access
- Residence hall meal contract with Dining Services
- Access to Student Recreation & Wellness Center

By opening a US Bank account, your student can turn his/her iCard into an ATM/debit card. US Bank has made it easy for your student to manage his/her money with a great student checking account.

**Ichabod Service Center**

MON - FRI, 8 a.m. - 5 p.m.
Phone: 785.670.1188
Web: Washburn.edu/icard

**Ichabod Service Center**

Memorial Union
1700 SW College
Topeka, KS 66621

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**Ichthus**

Ichthus is a United Methodist-related Christian organization with an ecumenical flavor open to all Washburn students, faculty and staff. Participants from all denominational backgrounds are welcome! We are a community from a wide variety of backgrounds who seek to grow closer to God as we commit to transform the world. We are open-minded and open-hearted, and everyone is always welcome.

Ichthus is a partner in reaching out to the Washburn community with University United Methodist Church which sits in proximity to the Ichthus House near 17th and Boswell Avenue. There are worship opportunities at the Church, the House, and on campus in Carole Chapel. Other activities include Sunday night dinners, Thursday night devotion and study, holiday parties, and special events. Activities are held at both the Church and at the Ichthus House. Ichthus also sponsors mission trips and local mission opportunities, and participates in an annual national student conference. The Ichthus House is located at 1621 SW Boswell Avenue. University Church is located at 1621 SW College Avenue. For more information, visit ichthuswu.org or universityumctopeka.org.

**The Catholic Campus Center**

The Catholic Campus Center at Washburn University is a Catholic student organization for Washburn students, faculty, and staff. The Center is located at 1633 SW Jewell, on the corner of 17th & Jewell.

The Center celebrates Mass in its Holy Spirit Chapel each Sunday at 6 p.m. during the academic year; the sacrament of Reconciliation is offered before Mass at 5:30 p.m. Adoration is on Wednesday afternoons, and we pray the Angelus at noon Tuesday - Friday.

Classes on Catholic topics are offered on Wednesday and Sunday evenings. Other events throughout the year include our Kick-Off Mass & Celebration, Roman Rush Week, Chilling in the Catacombs Ice Cream Social, the Kansas Catholic College Student Convention, the Giving Tree Service Project, Spring Kick-off Mass and Celebration, Spring Service Project, spiritual direction, student-led book studies, Bible studies and more.

The Center is a great place to relax, study, and make new friends. Those interested in becoming members of the Center may fill out a registration card at the Center or online at wucatholic.com.

For more information, contact Patti Lyon, OFS director, at 785.233.2204 or email wucatholic@hotmail.com. Our website is wucatholic.com. We look forward to meeting you.
Washburn University Athletics & Petro Facilities

Washburn student athletes compete in the MIAA Conference at the NCAA Division II level. Both the men’s and the women’s athletic teams are known as the “Ichabods.” The Athletics Department provides athletic scholarships in every sport. Washburn athletics compete in 10 sports:

**Men’s Sports:** Baseball, Basketball, Football, Golf and Tennis

**Women’s Sports:** Basketball, Soccer, Softball, Tennis and Volleyball

Washburn and Washburn Institute of Technology students who are tuition- and fee-paying and are enrolled at least half-time are admitted free to every regular season home contest. Students are required to have their student ID card (jCard) swiped at the entrance gate/doors for admittance.

Athletic facilities include Yager Stadium at Moore Bowl for football and soccer; Lee Arena for basketball and volleyball; Tennis Complex; Falley Field for baseball; and Softball Complex.
Washburn University Police Department

The Washburn University Police Department is responsible for all aspects of public safety for the University community. This includes, but is not limited to, the following: police, emergency first aid services, dignitary security, parking, and safety of all students, faculty, staff, and visitors in an open, urban campus setting.

The Washburn University Police Department is a Kansas POST certified law enforcement agency as defined under K.S.A. 13-13a12 and K.S.A. 22-2.401a. The department operates 24 hours a day, 365 days a year with 15 full-time and seven part-time police officers, and four full-time and two part-time communication specialists.

The Washburn University Police Department is responsible for enforcing all traffic laws and parking regulations on the University campus. Copies of the University Parking Regulations as well as campus maps are available at the Department’s Office located in Morgan Hall 135. The department also maintains a lost and found service.

Located throughout the 160-acre campus are 13 emergency telephones. These telephones are connected directly to the University Police Department’s Communication Center. The telephones are mounted on stainless steel towers with the word “Emergency,” as well as a blue light that flashes when the telephone is activated. These telephones can be used for any type of assistance needed.

The University Police Department has a captain who works closely with all students, student organizations (including fraternities and sororities), faculty and staff, to assist in making the Washburn University campus a safe learning environment. The department publishes on a monthly basis all police and campus safety activity as well as crime prevention tips or information on current issues. The University Police Department can be contacted via email at police@washburn.edu. Individuals may visit the department’s website at Washburn.edu/police. In accordance with federal law, individuals may access Washburn’s crime statistics by visiting the website and clicking on “Required Reporting.”

The Washburn University Police Department works closely with the Topeka Police Department, Shawnee County Sheriff’s Department, Topeka Fire Department and American Medical Response/Emergency Medical Service to ensure the safety of all members of the University community.

iAlert

Washburn University has implemented iAlert. This mass message emergency notification system significantly enhances our ability to maintain a safe academic environment for students, faculty and staff.

Safety, Planning and Emergency Management

The Safety, Planning and Emergency Management Department Office is currently staffed by one full-time director. We have created an internet alias, safety@washburn.edu, as a way to send out important safety information to the campus and as a convenient way for others to contact our department. The department provides severe weather updates, refuge area information, and drill procedures as well as other important safety-related messages via announcements posted on MyWashburn and campus-wide emails. The department works in cooperation with student government, student organizations, individual students and the residential living staff to provide information and assessment of safety issues.

University Police

Phone: 785.670.1153
Email: police@washburn.edu
Web: Washburn.edu/police

iAlert Information

Phone: 785.670.1154
Web: Washburn.edu/ialert

Emergency Information

Memorial Union, Topeka Room
Email: safety@washburn.edu
Phone: 785.670.1779
Web: Washburn.edu/main/safety
Facilities Services Department

The Facilities Services Department employs 75 well-trained staff members dedicated to providing all students, faculty and staff with a comfortable living and learning environment. The department is responsible for the construction, renovations, operations, maintenance, grounds and landscaping, and custodial services for the University. Facilities consist of the buildings; grounds and landscaping; supporting infrastructure such as streets and walkways; overhead and underground power; natural gas, water and steam supplies; and sewer lines.

Currently, we have a campus beautification program and a campus sustainability plan, which includes an energy conservation program; a green cleaning program; integrated pest-control program; and a recycling program. Input and suggestions are welcome and appreciated.

Remember to recycle! Place soft drink bottles in the recycling bottle containers located throughout campus. Newspapers, magazines and computer printouts should be placed in blue recycling containers located on campus.

For fire safety, the use of portable electric heaters is not allowed and personal electrical appliances should be Energy Star-rated.

University keys issued to student employees must be returned to Facilities Services before graduation. Any student with outstanding keys will be placed on key hold. Holds will not be released until keys are returned or a fine of $12 per key is paid to the Facilities Services Department.

Information Technology Services (ITS)

MyWashburn, our campus portal, is available on or off campus through the internet at my.washburn.edu. MyWashburn provides students secure web-based access to campus news, enrollment, fee payment, financial aid and the Washburn Learning Management System (LMS).

To obtain MyWashburn account information, students must know their Washburn Identification Number (WIN) and Account Activation Code. Visit my.washburn.edu for additional information.

Online Classes and Distance Education

Visit washburn.edu/online-education for information and support for online courses. Select the Course Schedule link and then select a specific semester to search for courses based on a variety of criteria. Courses taught online will utilize Desire2Learn learning management system. Faculty may also choose to utilize Adobe Connect or Zoom for selected courses. On-campus courses have access to an array of online communication tools through Desire2Learn.

Wireless Access

Wireless access is available to students in several locations across campus and in all residential living areas. Registration is required using MyWashburn account credentials. To register, connect your device to the Washburn wireless network, open up a browser and follow the instructions provided. You may also register wireless devices at netreg.nix.washburn.edu. If you need additional assistance connecting to the wireless network, contact the Technology Support Center as indicated below.

Student Websites

Washburn University provides file storage space for student websites at students.washburn.edu. To publish these websites, students must provide the authentication information obtained at the Technology Support Center, Bennett Hall 104.

Questions and Tech Support

Technology Support Center Hours – Bennett Computer Center
For assistance with campus computing resources or general technology questions, you may contact the Technology Support Center by calling (785) 670-3000, emailing support@washburn.edu or dropping by the Support Center window in Bennett Computer Center 104.

On-Campus Labs

A listing of computer lab locations is located at washburn.edu/its in the Technology Support section. To obtain login information for campus computers, go to my.washburn.edu and select Look Up Campus Computer Login Information near the bottom of the page on the left menu (without logging into my.washburn.edu).

Acceptable Use Policy

All users of university computing resources are expected to abide by Acceptable Use of Computing Resources policies online in the Technology Support section of the Information Technology Services website at washburn.edu/a-z-index/its/tech-support-services.

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Washburn University Cable Television

Washburn University Cable Television (WUCT) is an educational access channel carried on Channel 10 by Cox Cable in Topeka. The station is operated by Instructional Services and airs Washburn University home sporting events, including volleyball, football and basketball and a variety of Washburn student programs.

KTWU

KTWU is a non-commercial, local public television station licensed to Washburn University. Its broadcast center is located at 19th and Jewell Avenue on the Washburn campus. The station is a member of the Public Broadcasting Service (PBS).

KTWU is celebrating 50 years of broadcasting. It all began with Channel 11 in 1965 as the first public television station in Kansas. In 2003, the station began broadcasting a digital signal. Channel 11 serves a 70-mile radius in northeastern Kansas as well as a 30-mile area in southeast Kansas through a translator (K3OAT located in Moran, Kan.). In addition, other communities in Kansas, Nebraska, Oklahoma and Missouri receive the KTWU signal over various cable systems for a combined total of 1.6 million potential viewers.

The professional staff of KTWU is aided by volunteers, work-study participants, and student interns. KTWU offers an annual Leadership Scholarship, which provides tuition and books for a Washburn student who participates in special projects and media studies at the KTWU studios. Students also assist with many annual events including membership drives; Lights, Camera, Auction!; community events; and other studio programs.

KTWU broadcasts programs 24 hours a day, seven days a week and operates five digital destinations for viewers. Traditional television broadcasts are on KTWU-HD, high definition on Digital Channel 11.1; KTWU/MHZ WorLdViEw; on Digital Channel 11.2; and KTWU enHaNce, on Digital Channel 11.3. KTWU also offers programming through the website at ktwu.org, full-length programs at watch.ktwu.org, and over-the-air in Topeka on KTWU MobileTV. Programming is for both children and adults with subjects related to education, cultural enrichment, public affairs, and entertainment.

Helping children prepare for school has been a KTWU mission for many years. To that end, KTWU is committed to the continuation of the Ready to Learn program. Workshops are offered year-round to parents, preschool teachers and day care providers to show them how to make the time children spend in front of the television more productive. In addition, the workshops provide materials and activities related to PBS programs that can help expand the programs’ educational values.

KTWU is also building a successful community outreach with partners from various government, community and volunteer organizations to highlight and educate the public on critical issues.

Annual operating support for KTWU is provided from various community sources, including individual donations, corporate underwriting, production grants and instrumental program support from Washburn University.

Student Media

The Student Media Office is on the lower level of Memorial Union. All students, regardless of major, are encouraged to become part of the staff of these publications.

The Washburn Review

The student newspaper staff publishes at least 13 issues per semester. All positions are paid. Any student with at least a 2.0 GPA is eligible to apply for any staff position. The positions of editor and advertising manager are chosen by the Board of Student Media. The editor-in-chief selects all other positions based on applications received. There are positions for section editors, writers, photographers, designers, sales representatives and online staff. See Washburnreview.org for more information.

The Kaw

The Washburn yearbook is published annually and is available in May. All positions are paid. The position of editor is chosen by the Board of Student Media. The editor then chooses a staff from applicants. All students with at least a 2.0 GPA, regardless of major, are encouraged to apply. There are positions for writers, photographers and designers.
Student ORGANIZATIONS

Department and Professional
- American Medical Student Association
- Biology Club
- Chemistry Club
- Club Mathematica
- Criminal Justice Association
- FYE Peer Educator Club
- Jazz Coalition
- Kaw Yearbook
- Leadership Institute Student Leadership Council
- National Association for Music Education
- National Council of the Mathematics Travelers
- Occupational Therapy Assistant Organization

- Organisation Mondiale pour l’Education Prescolaire
- Physical Education Majors Club
- Physics and Engineering Club
- Radiologic Technology Student Organization
- School of Nursing Community of Caring Club
- Sociology/Anthropology Club
- Student Friends of Mabee Library
- Student Nurses of Washburn
- Washburn Art Students Association
- Washburn Collegiate Entrepreneurs’ Organization
- Washburn Ecobods
- Washburn Education Association
- Washburn Finance Society
- Washburn Human Services Coalition
- Washburn Pre-Law Club
- Washburn Psychology Club
- Washburn Sales & Marketing Executives
- Washburn Society for Human Resource Management
- Washburn Spanish Club
- Washburn Student Athletic Trainers Association
- Washburn Student Film and Video Association
- Washburn Student Media
- Washburn Student Social Work Association
- Washburn University Association of Bands
Washburn University Flute Association
Washburn University Music Theory Club
Washburn University Physical Therapy Club
Washburn University Political Science Club
Washburn University Trumpet Association

Greek
- Alpha Delta
- Alpha Kappa Alpha
- Alpha Phi
- Delta Gamma
- Interfraternity Council
- Kappa Sigma
- Panhellenic Council
- Phi Delta Theta
- Sigma Phi Epsilon
- Zeta Tau Alpha

Honorary
- Alpha Lambda Delta Freshman Honor Society
- Alpha Sigma Phi
- Beta Alpha Psi
- Beta Beta Beta Biological Honor Society
- LinC Scholar Bonner Leaders
- Mortar Board National Collegiate Senior Honor Society
- Phi Kappa Phi
- Phi Mu Alpha Sinfonia
- Phi Theta Kappa
- Pi Kappa Delta

Mutual Interest
- Bod Squad
- Collegiate Republicans of Washburn University
- Game Club of Washburn
- Hispanic American Leadership Organization (HALO)
- International Club
- Le Club Francais
- Literacy Education Action Project
- Noon Group/Narcotics Anonymous
- Open-Minded, Positive, Equality, Non-Discriminative (OPEN)
- Oxfam Club at Washburn University
- Sistahood
- Social Justice League
- Student Athlete Advisory Committee
- Students Together Advocating Nonviolence in Dating (STAND)
- Teaching and Interacting with Kids of Educated Students
- The Philosophy Club
- Washburn Alternative Break Program
- Washburn Art Team of United Potters
- Washburn Black Student Union
- Washburn Collegiate 4-H Coalition

Recreational Sports Clubs
- Cyclists at Washburn University
- Table Tennis
- Topeka Rugby Football Club of Washburn
- Washburn University Rowing Crew
- Washburn University Running Club

Religious
- Chi Alpha Christian Fellowship
- Christian Challenge
- Enactus
- God’s Bods: Catholic Campus Center
- Ichtus (Campus Ministry)
- Muslim Student Association
- Ratio Christi
- Young Life

Residence Halls
- Washburn Residential Council
- Residence Assistant Council

Student Services
- Washburn Student Government Association
- Washburn University Campus Activities Board
A Plan of Action
FOR STUDENTS

Each year of a student’s career at Washburn will be marked by challenges and opportunities as self-knowledge increases and choices are made about the future. The keys to success are planning ahead, using time well, taking advantage of campus and community resources, and being proactive. Students’ experiences are all different, but the following “plan of action” should help students make their way toward being the people they would like to be when they graduate.

Freshman
EXPLORING

Academics
Explore the University
- Read the General Catalog
- See your Academic Advisor
- Meet professors and staff
- Attend workshops on study skills, test taking, time management
- Explore General Education requirements
- Enroll in the College Experience course, WU 101
- Explore University Honors Program, Leadership Institute, and Washburn Transformational Experience
- Complete Financial Literacy Modules in WU 101

Personal
Enhance Self-Understanding
- Develop a support group of friends
- Get Rec’d! Check out the Student Recreation & Wellness Center
- Do values clarification exercises
- Explore individual counseling at Counseling Services
- Identify major fears of college life
- Redefine family relationships
- Sign-up for SALT during your New Student Orientation
- Take a personality assessment

Social
Initiate Relationships
- Join Washburn Residential Council (WRC)
- Get a Life! Visit Student Activities & Greek Life to get involved
- Become involved in a campus organization
- Make summer travel plans
- Develop a peer group
- Volunteer – check out LinC

Career
Explore Career Areas
- Attend a career workshop – visit with Career Services
- Join the Career Services Facebook Page to get updates on all events
- Talk with parents, friends, advisors, professors and career counselors
- Do “career testing” by trying out jobs through volunteering
- Use “What Can I Do With This Major” and FOCUS2 on the Career Services website or enroll in IS 120
- Attend the Activities & Majors Fair and Career Fairs
- Identify your transferable skills and abilities
- Develop career-related hobbies
Sophomore
DEFINING

Academics
Gain Specific Information
- Seek academic advice from professors and peers
- Grab lunch with one of your professors
- Establish a personal GPA goal
- Choose an academic major
- Develop a tentative academic plan
- Choose electives that match your needs/interests
- Explore Study Abroad
- Attend the Activities & Majors Fair

Personal
Explore New Roles
- Learn about cultural diversity – check out the Multicultural Affairs Office
- Find out about international events – check out International House
- Find a mentor who can offer support
- Explore individual counseling

Social
Increase Involvement
- Become actively involved in a club/organization – maybe one associated with your possible major

Career
Collect More Information
- Research careers in the library and online via FOCUS2 and O*Net
- Conduct an informational interview with someone in your area of interest

Junior
RESEARCHING

Academics
Make Initial Choices
- Take mock GRE/MCAT or LSAT exams
- Focus on succeeding in major courses – seek tutoring with the Center for Student Success
- Relate academics to future life plans
- Attend departmental seminars/lectures that relate to your major
- Develop an academic mentor
- Consider research opportunities
- Seek out and apply for internships

Personal
Risk Personal Openness
- Seek out sources of support
- Help others with their problems
- Continue discussions with a mentor
- Test ideas through discussion groups
- Disagree with an authority – but have a solid reason
- Recomplete SALT modules regarding student loans & budgeting

Social
Exercise New Skills
- Run for an elected office/get involved in WSGA
- Apply for Resident Assistant (RA) or a peer advisor position
- Volunteer through Campus Activities Board (CAB)
- Become a Big Brother/Sister
- Get involved with WSGA

Career
Increase Experience
- Find internships that interest you

Senior
IMPLEMENTING

Academics
Weigh Long-term Decisions
- Prepare graduate school applications
- Take GRE/MCAT or LSAT exams
- Apply for awards
- Present projects at scholarly meetings, Apeiron, Day of Transformation
- Complete a WTE
- Develop an independent study that is meaningful to you
- Work on an academic project with a professor
- Become a tutor
- Explore lifelong learning interests

Personal
Make Commitments
- Prepare for your chosen lifestyle
- Attend stress workshops
- Talk about your first year out of school
- Make a list of your firm decisions
- Write down three life goals
- Prior to graduation, complete SALT modules regarding student loan repayment. Consult financial literacy resources as needed.
- Participate in commencement

Social
Build Leadership Skills
- Lead a group or club
- Supervise a few student projects
- Join a professional organization
- Tutor high school students
- Assist in facilitation of leadership conferences and workshops

Career
Make First Career Choice (Next Destination)
- Attend presentations on job searches, interviewing, and transition from college life to post-college life

Develop your short-term goals for gaining experience and skills
- Look for a summer internship
- Volunteer to “shadow” a professional
- Talk with Specialists in Career Services about résumés and internships
- Attend career presentations and fairs to gather information and seek internships
- Create an account on BodJobs to start looking for jobs and internships

Make tentative career decisions
- Attend career and graduate school fairs
- Go to Career Services for a résumé review and to discuss plans and goals
- Conduct informational interviews for information and network contacts
- Develop awareness of career options
- Familiarize yourself with work settings and job descriptions
- Have a mock interview at Career Services

Establish life goals
- Attend career fairs and make connections with recruiters
- Develop a contact list of references; use your network to develop leads
- Interview for jobs or grad/professional school admission
- Develop a budget for grad school or life after school
- Check job listings and apply for jobs/apply to graduate programs
Policies

**Extended Absence**
In the case of an extreme medical problem, the Student Life Office may be contacted with information relative to the student’s medical situation. This does not include brief illnesses. The Student Life Office will then notify the student’s instructors of the absence and expected return date, if that information is available.

It is the student’s responsibility to follow up with the instructor(s) and secure arrangements for make-up work and missed quizzes, tests or exams. It will also be the student’s responsibility to provide the necessary medical documentation, if requested by the instructors, to verify the medical absence.

**Student Conduct**
The University expects conduct of all students that is consistent with the law and with generally accepted principles of academic and community behavior. The University retains the right to secure the safety of individuals, the protection of property, and the continuity of the educational process. Any interference with access to University facilities, interruptions of educational activities, or damage to property exceeds permissible bounds. Although remedies are available through local law enforcement bodies, the University may elect to impose its own disciplinary sanctions.

Information regarding student rights and the rules governing student behavior are found in the Washburn University Student Conduct Code. Copies of the Code are available in the Student Life Office, Morgan Hall 240. The Code is also located at: Washburn.edu/studentlife.

**Equal Educational and Employment Opportunity/ Harassment**
The University’s Equal Educational and Employment Opportunity and Harassment Policies demonstrate the University’s commitment to providing a fair and equitable environment for students, faculty and staff. You will find these policies at Washburn.edu/eeo and Washburn.edu/equal-opportunity.

**Equal Educational and Employment Opportunity/Harassment--Complaints**
Complaints of discrimination and/or harassment are to be made to the: Equal Opportunity Director, Morgan Hall, 200k
Phone: 785.670.1509
Email: eodirector@washburn.edu

**The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**
Washburn University’s annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Washburn; and on public property within, or immediately adjacent to and accessible from, the campus. Other reports include institutional policies concerning campus security, such as policies concerning alcohol and other drug use, crime prevention, the reporting of crimes, sexual assault and other matters. A copy of the report can be obtained by contacting the Office of Student Life, Morgan Hall 240, 785.670.2100 or by accessing: Washburn.edu/right-to-know.

**Washburn University Notice of Non-Discrimination**
Washburn University prohibits discrimination on the basis of race, color, sex, religion, age, national origin, ancestry, disability, marital or parental status, sexual orientation/gender identity, genetic information, or other non-merit reasons, in University programs and activities, admissions, educational programs or activities, and employment, as required by applicable laws and regulations. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Pamela Foster, Equal Opportunity Director
Phone: 785.670.1509
Email: eodirector@washburn.edu
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Washburn University Campus Map

Admissions 1
Alpha Delta Fraternity 14
Alpha Phi Sorority 22
Art Building 34
Bell Tower 50
Bennett Computer Center 42
Bianchino Pavilion 31
Bradbury Thompson Alumni Center 9
Carnegie Hall 43
Carole Chapel 27
Crane Observatory 43
Delta Gamma Sorority 15
Facilities Services 39
Falley Field (Baseball) 18
Garvey Fine Arts Center 6
Heat Plant 40
Henderson Learning Resources Center 18
International House 26
Kappa Sigma Fraternity (former) 49
KBI Building 51
KTWU Television Station 20
Kuehne Residence Hall 23
Law School 10
Lee Arena 47
Legal Clinic 11
Living Learning Center 4
Mabee Library 19
Memorial Union 1
Moore Bowl 2
Morgan Hall 1
Mulvane Art Museum 7
Petro Allied Health Center 46
Phi Delta Theta Fraternity 50
Practice Fields 19
Sigma Phi Epsilon Fraternity 35
Soccer Field 48
Softball Fields 36
Stauffer Commons/Food Court 3
Stroffer Science Hall 44
Storage Facilities/Post Office 38
Student Recreation & Wellness Center 35
Tennis Courts 57
Theatre, Andrew J. & Georgia Neese Gray 5
Washburn University Foundation 12
Washburn Village 16
Washburn Village Commons 17
West Residence Hall 24
White Concert Hall 8
Whiting Field House 45
Yager Stadium 33
Zeta Tau Alpha Sorority 21

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TOPEKA, KS 66621